

Special Events Permit Application

City of Tempe
Special Events Office
3500 S. Rural Road
Tempe, AZ 85282
Phone (480) 350-5180
Fax (480) 350-5184



Date of Application:	Permit Application #
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This application MUST be submitted a minimum of 60 days prior to the event with an application fee of \$35 attached. Late applications are subject to an additional \$50 processing fee and those submitted within 16 days of an event will not be accepted. The payment of late fees does not guarantee event approval. Permits are \$100 per day.

All Applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, and all necessary permit fees including: Special Event Liquor, Tents, Generators, Fireworks, Carnival, Exhibition/Tradeshaw, Street Festivals, and Haunted Houses. All promoters are expected to have their events removed and areas reopened to the public by 5:00 a.m. the following day.

[Comprehensive site plans must accompany this application.]

Section 1 Applicant Information	Name of Applicant (must be on site during the event)			
	Driver License Number		State	Social Security Number
	Date of Birth			
	Phone Number	Fax Number	Cell Phone Number	Pager Number
	Business Address			
	City		State	Zip
	Corporation / Organization Name or D.B.A.		E-mail Address	
	State of Incorporation	Tax ID #	City Sales Tax ID #	
Section 2 Event Information	Name of Event			
	Event Date(s)		Hours of Event	
	Set Up		Take Down	
	Location of Event / Address			
	Sponsors of the Event			
	Brief Description of Event			

**Section 2
Event Information
(continued)**

***If the event involves the participation of a charity, the applicant is required to provide an acknowledgement letter from the charity.**

Charity Name	501(c)3 Number
Charity Contact Name	Contact Phone Number
Charity Address	Charity Phone Number (if different from above)

Has this event ever been held at another location? ☐ Yes ☐ No If yes, please provide the appropriate references:

Location #1	
Date:	Location:
Contact Name	Phone Number
Location #2	
Date:	Location:
Contact Name	Phone Number

Has the Applicant/Organization ever had a liquor license or event permit denied, revoked or suspended? ☐ Yes ☐ No If yes, please explain:

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Will there be an admission charge? ☐ Yes ☐ No If yes, list all price categories:

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Anticipated daily attendance:	Anticipated peak attendance:
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Will there be entertainment? ☐ Yes ☐ No If yes, please complete the following:

Group	Performance Location	Scheduled Time

Tempe Town Lake Only

- **Contracted vendors currently on site will be included in all events, at no cost to the vendor.**
- **The sale of popcorn is strictly prohibited in the park areas surrounding Tempe Town Lake.**
- **The sale or distribution of helium balloons is also strictly prohibited.**

Will novelty items be sold? ☐ Yes ☐ No If yes, please describe below:

Item	Vendor Selling	Price(s)

Will there be contracted concessionaires/caterers? ☐ Yes ☐ No If yes, please provide the following information:

Name of Concessionaire/Caterer	Address
Phone	Items to be sold

How close are the nearest residences to the event?

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Section 2 Event Information (continued)	What type of advertising / promotion will be done prior to the event? Radio: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, stations:
	TV: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, stations:
	Newspaper Ads: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, newspapers:
	Press Releases: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many?
	Fliers/Posters: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, where distributed:
	Please attach any planned promotional materials.		
Section 3 Event Special Features	WILL THE EVENT INCLUDE ANY OF THE FOLLOWING? (Indicate on site plans)		
	♦ TENTS OR CANOPIES <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
	Company:		
	Address:		
	Contact:	Phone:	
	Number of Tents:	Size(s):	
	*Tents over 200 sq. ft. and canopies over 400 sq. ft. require permits from the City of Tempe Fire Dept.		
	♦ OPEN FLAMES OR COOKING <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
	Company:		
	Address:		
	Contact:	Phone:	
	♦ FIREWORKS <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
	Company:		
	Address:		
	Contact:	Phone:	
	*Fireworks require written notification from the fireworks production company to the FAA at Sky Harbor International Airport. A copy of the letter is required with this application.		
	*Fireworks require permits from the City of Tempe Fire Dept.		
	♦ TEMPORARY FENCING <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
*Provide accurate dimensions of fenced area.			
Company:			
Address:			
Contact:	Phone:		
♦ PORT-A-JOHNS <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:			
Company:			
Address:			
Contact:	Phone:		
♦ ELECTRICAL SERVICES / GENERATORS <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:			
Company:			
Address:			
Contact:	Phone:		
*Use of generators requires an additional electrical permit from Development Services.			

**Section 3
Event Special
Features
(continued)**

♦ CARNIVAL / AMUSEMENT RIDES ☐ Yes ☐ No If yes, provide the following:

Company:

Address:

Contact:

Phone:

****An additional special permit from City of Tempe Fire Dept. is required.***

♦ SIGNS / BANNERS ☐ Yes ☐ No If yes, provide the following:

Company:

Address:

Contact:

Phone:

♦ INFLATABLES ☐ Yes ☐ No If yes, provide the following:

Company:

Address:

Contact:

Phone:

♦ OTHER — Description of any other activities at the event::

**Section 4
Streets / Traffic**

DOES THE EVENT PROPOSE CLOSING, BLOCKING, OR USING ANY OF THE FOLLOWING?

♦ City Streets ☐ Yes ☐ No If yes, provide the following:

Street	From/To	Date(s)	Time(s)

♦ City Sidewalks ☐ Yes ☐ No If yes, provide the following:

Sidewalk	From/To	Date(s)	Time(s)

♦ City Alleys ☐ Yes ☐ No If yes, provide the following:

Alley	From/To	Date(s)	Time(s)

♦ Public Parking Lots ☐ Yes ☐ No If yes, provide the following:

Parking Lot	Date(s)	Time(s)

♦ Public Bicycle Parking ☐ Yes ☐ No If yes, provide the following:

Bicycle Rack Location:

What alternative bicycle parking will be provided (include location)?

♦ City Right-of-Way ☐ Yes ☐ No If yes, provide the following:

Other:

****A site plan must be provided for any requests that are checked "Yes" in Section 4.***

Section 5 Use of City Facilities	Will any City facilities be used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
	Facility	Person Contacted	Phone
	Will any City electric or water hookups be used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
	Electric Location	Service Needed (in amps)	
	Water Location	Service Needed	
Section 6 Event Security	Will the event be using private security? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
	*The City of Tempe allows only security companies that are licensed and bonded in the State of Arizona.		
	Security Company	AZ Dept. of Public Safety ID Number	
	Address		Phone Number
	Contact Person		Phone Number (if different than above)
	Number of personnel contracted for:	Scheduled hours personnel will be at the event:	
	Will the event be requesting off-duty Tempe Police officers? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
	City of Tempe Police Contact Person		Phone Number
	Number of personnel contracted for:		
	To schedule off-duty police officers, please call (480) 350-8789. Officers must be scheduled a minimum of three weeks prior to the event.		
*After reviewing the event application, the City may require the use of off-duty police officers for the event. If off-duty police officers are required, permittee must provide above information as an amendment to the application before an event permit will be issued. This service is at the expense of the applicant.			
Section 7 Emergency Medical Services	Will the event request off-duty Tempe EMTs or paramedics? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following:		
	City of Tempe Fire Dept. Contact Person		Phone Number
	Number of personnel contracted for:	Scheduled hours personnel will be at the event:	
	To schedule off-duty EMTs or paramedics, please call (480) 350-7218. EMTs or paramedics must be scheduled a minimum of three weeks prior to the event.		
	*After reviewing the event application, the City may require the use of off-duty EMTs or paramedics for the event. If emergency medical services are required, permittee must provide above information as an amendment to the application before an event permit will be issued. This service is at the expense of the applicant.		

Section 8 Alcohol	<i>*Glass containers or glass bottles are NOT allowed in City parks.</i>	
	Will there be alcohol at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please answer the following:	
	<i>*Beer and wine only are allowed on City property.</i>	
	Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will alcohol be given away? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is alcohol included in the admission price to the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	This applies to charitable, religious, fraternal or political groups only.	
	If you answered Yes to any of the above, a liquor license is required. Which type of license will be used for the event?	
	<input type="checkbox"/> Extension of Premise (attach copy of State of Arizona application)	
	<input type="checkbox"/> Special Event Liquor License (attach copy of State of Arizona application)	
	If applying for a Special Event Liquor License, the following must be provided:	
	Charity's or Organization's Name	501(c)3 Number
<i>*A letter from the charity or organization agreeing to participate as the agent for the special event liquor license is required and must accompany the original event application.</i>		
Name of Contact at Charity or Organization	Phone Number	
On-Site Agent Responsible for Liquor		
How will attendees over the age of 21 be identified?		
Have the alcohol servers received training regarding the sale and service of alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where and when?		
What controls will be used to keep underage attendees from obtaining alcohol at the event?		
<i>*A site plan showing locations of alcohol service areas, type and height of fencing, and security check areas must be provided and correspond to the description of the controls above.</i>		
Will more than 50% of the gross revenues derived from the event be derived from alcohol sales? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Section 9 Parade Information	Assembly Area	
	Disassembly Area	
	Number of Units	
	Description of the units (e.g., motorized, animals, floats, sound amplification)	
	<i>*Attach a proposed route and indicate assembly and disassembly areas.</i>	

**Section 10
Tempe Town Lake
and Rio Salado Park
Areas**

**Fees to be
determined by Rio
Salado Event
Coordinator**

DOES THE EVENT PROPOSE CLOSURE OR USE OF ANY OF THE FOLLOWING?

◆ Tempe Beach Park ☐ Yes ☐ No If Yes, provide the following:

Specific Area(s)	Date(s)	Time(s)

◆ South Bank Linear Park ☐ Yes ☐ No If Yes, provide the following:

Date(s)	Time(s)

◆ North Bank ☐ Yes ☐ No If Yes, provide the following:

Date(s)	Time(s)

◆ Rio / Hardy Area ☐ Yes ☐ No If Yes, provide the following:

Date(s)	Time(s)

◆ Park Land Rental Fee (Per Area)

*** Rental Fees Are Applied Per Area.**

Category I	\$50 plus expenses
Category II	\$100 plus expenses
Category III	\$250 per day plus expenses
Category IV*	Greater of \$500 per day or 10% of gross proceeds plus expenses
Category V*	Greater of \$1,000 per day or 10% of gross proceeds plus expenses
Category VI*	Greater of \$1,500 per day or 10% of gross proceeds plus expenses

***Requires separate agreement with the City of Tempe.**

◆ Town Lake Rental Fees. Check all areas proposed to be used during the event:

Zone I	\$5,000 Downstream/West Dam to Mill Ave.
Zone II	\$10,000 Mill Ave. to Rural Rd.
Zone III	\$10,000 Rural Rd. to Upstream/East Dam

◆ Town Lake Zone I - \$5,000 ☐ Yes ☐ No If yes, provide the following:

Date(s)	Time(s)

◆ Town Lake Zone II - \$10,000 ☐ Yes ☐ No If yes, provide the following:

Date(s)	Time(s)

◆ Town Lake Zone III - \$10,000 ☐ Yes ☐ No If yes, provide the following:

Date(s)	Time(s)

<p>Section 11 Fees</p>	<p>A cleaning/damage deposit or performance bond may be required to insure that the area used by the applicant is left cleaned and undamaged. The City may retain all or a portion of the deposit for failure to comply with the terms and conditions of the permit or the ordinances of the City. In the event that damage is so substantial, the facility is not usable to the public, the applicant will be assessed the corresponding per-day rental fee until the facility is made whole and returned for public use.</p> <p>The event will be invoiced for all non-permit fees. Fees must be paid within 30 days of receipt of invoice. The following fees are estimates only and shall not be used for budget development until the facility is made whole, as they are subject to change.</p> <table border="0"> <tr> <td>APPLICATION / PERMIT FEE</td><td>\$35</td></tr> <tr> <td></td><td>\$50 Late Fee</td></tr> <tr> <td></td><td>\$100 Permit Fee per day to a maximum of \$500</td></tr> <tr> <td>SPECIAL EVENT LIQUOR</td><td>\$25 Application Fee and \$25 per day</td></tr> <tr> <td></td><td>State of Arizona charges additional \$25 application fee</td></tr> <tr> <td>PERFORMANCE DEPOSIT</td><td>Determined on an individual event basis</td></tr> <tr> <td>POLICE</td><td>\$42 per officer as determined</td></tr> <tr> <td>FIRE / EMS</td><td>\$26 per hour per staff person as determined</td></tr> <tr> <td>FIELD SERVICES</td><td>Determined on an individual event basis</td></tr> <tr> <td>TRAFFIC ENGINEERING</td><td>Determined on an individual event bases</td></tr> <tr> <td colspan="2">FIRE PREVENTION:</td></tr> <tr> <td>TENT PERMIT</td><td>\$150 for first tent, \$10 each additional tent</td></tr> <tr> <td>GENERATOR PERMIT</td><td>\$25</td></tr> <tr> <td>EXHIBIT / TRADESHOW PERMIT</td><td>\$75</td></tr> <tr> <td>FIREWORKS PERMIT</td><td>\$150 per location</td></tr> <tr> <td>CARNIVAL PERMIT</td><td>\$75</td></tr> <tr> <td>STREET FESTIVAL PERMIT</td><td>\$75</td></tr> <tr> <td>HAUNTED HOUSE PERMIT</td><td>\$75</td></tr> <tr> <td>TEMPE TAX LICENSE</td><td>*Call (480) 350-2955 for details</td></tr> </table>	APPLICATION / PERMIT FEE	\$35		\$50 Late Fee		\$100 Permit Fee per day to a maximum of \$500	SPECIAL EVENT LIQUOR	\$25 Application Fee and \$25 per day		State of Arizona charges additional \$25 application fee	PERFORMANCE DEPOSIT	Determined on an individual event basis	POLICE	\$42 per officer as determined	FIRE / EMS	\$26 per hour per staff person as determined	FIELD SERVICES	Determined on an individual event basis	TRAFFIC ENGINEERING	Determined on an individual event bases	FIRE PREVENTION:		TENT PERMIT	\$150 for first tent, \$10 each additional tent	GENERATOR PERMIT	\$25	EXHIBIT / TRADESHOW PERMIT	\$75	FIREWORKS PERMIT	\$150 per location	CARNIVAL PERMIT	\$75	STREET FESTIVAL PERMIT	\$75	HAUNTED HOUSE PERMIT	\$75	TEMPE TAX LICENSE	*Call (480) 350-2955 for details
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<p>Section 12 Insurance Requirements and Certification of Insurance- Addendum</p>	<p>All special events are required to name the "City of Tempe as an Additional Insured" on the Certificate of Insurance. Complete and accurate certificates must be received by the Special Events Office a minimum of thirty (30) days prior to the event. Separate certificates of insurance for \$2 million are required from all carnival and amusement companies and \$5 million from firework production companies. Additional coverage may be required depending upon the nature and scope of the event. For more information, please review the Certificate of Insurance Addendum provided and/or you may call our Risk Management Department at (480) 350-8321. Event permits will not be issued until all insurance requirements are satisfactorily met.</p> <p>The City of Tempe has established insurance and certificate of insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement the City of must be furnished with a certificate of insurance.</p>																																						

**Section 12
Insurance
Requirements**

(continued)

The certificate must show:

1. The City of Tempe named as additional insured.
2. The insurance is primary to the City of Tempe's insurance.
3. The City of Tempe shall be notified at least 10 days prior to cancellation or alteration of the above insurance coverage.
4. **General Liability Including:**
 - Bodily Injury
 - Comprehensive Form
 - Premises Operations
 - Contractual
 - Independent
 - Contractors
 - Products/Completed
 - Operations
 - Hazard
 - Personal Injury
 - Broad Form Property Damage

In addition, specific date(s) and location(s) of the event must be stated clearly on the certificate. Certificates must be received thirty (30) days prior to the event.

Town Lake Events

The City of Tempe has established three levels of insurance requirements for Special Events at Tempe Town Lake:

1st Level - \$10,000,000

Any activity involving powerboats and participants in or on the water shall be required to carry at least \$10,000,000 of **watercraft liability** coverage. General liability may also be required, depending upon the nature of any associated land-based activities. If the City determines that general liability coverage is also required, the minimum amount will be \$1,000,000.

2nd Level - \$5,000,000

Activities that could result in serious injury but don't involve large numbers of potential victims shall be required to carry at least \$5,000,000 of commercial general liability. Any events that include alcohol shall provide \$5,000,000 liquor liability.

3rd Level - \$1,000,000 per occurrence/\$2,000,000 aggregate

Those types of events with limited exposure such as souvenir shops, clothing sales, and other small operations shall be required to carry at least \$1,000,000 of commercial general liability. This level also applies to such events as company picnics and charity walks as long as there is no alcohol or events on the lake itself.

If there is a question as to which level applies, the City of Tempe reserves the right to determine which level is applicable.

<p>Section 12 Insurance Requirements</p> <p>(continued)</p>	<p>How Important is the Certificate of Insurance?</p> <p>A. Your event or activity will not be approved or scheduled until your certificate of insurance has been approved by Risk Management and is on file in our office.</p> <p>B. We suggest that you make the insurance requirement your first priority. Do not advertise your event until the requirement has been met.</p> <p>C. Some insurance companies may have questions about the three required statements. If this happens, ask them to call City of Tempe Risk Management at (480) 350-8321.</p> <p>D. The Community Services staff will not work with insurance companies on insurance compliance within the 24-hour period before the event or the last working day before the event. Insurance certificates are required thirty (30) days prior to the event.</p> <p>E. Additional Certificates - General Liability</p> <table border="0"> <tr> <td>Fireworks</td> <td>\$5,000,000</td> </tr> <tr> <td>Carnivals and Amusements</td> <td>\$2,000,000</td> </tr> </table> <p><u>Liquor Liability</u></p> <p>If your event is cleared for the sale of beer and/or wine you will need an additional, separate policy and certificate of insurance to establish proof of liquor liability coverage. The required statement is the same as for the general liability certificate. The limit is \$2,000,000 in most City facilities and \$5,000,000 for Tempe Beach Park and all areas adjacent to Tempe Town Lake.</p> <p>For further information call:</p> <table border="0"> <tr> <td>Special Events Supervisor</td> <td>(480) 350-5182</td> </tr> <tr> <td>Special Events Assistant</td> <td>(480) 350-5180</td> </tr> <tr> <td>Claims Officer</td> <td>(480) 350-8248</td> </tr> <tr> <td>Diablo Stadium Manager</td> <td>(480) 350-5265</td> </tr> <tr> <td>Rio Salado Events Coordinator</td> <td>(480) 858-2199</td> </tr> </table>	Fireworks	\$5,000,000	Carnivals and Amusements	\$2,000,000	Special Events Supervisor	(480) 350-5182	Special Events Assistant	(480) 350-5180	Claims Officer	(480) 350-8248	Diablo Stadium Manager	(480) 350-5265	Rio Salado Events Coordinator	(480) 858-2199
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<p>Section 13 Certification</p>	<p>I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify the City and its respective officers, agents and employees from any and all losses, claims liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify the City and its respective officers, agents and employees from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from any facility, park or lake closure due to inclement weather, an issued warning or other emergency situation. In such an instance, I understand that all event participants must follow the City's guidelines and procedures for lake/facility evacuation and that this event is being held inside the City limits and all City rules and regulations apply. I also understand that the City reserves the right to determine if park facilities are unusable as a result of inclement weather.</p> <table border="0"> <tr> <td>_____ Signature of Authorized Agent or Applicant</td> <td>_____ Date</td> </tr> <tr> <td>_____ Title</td> <td>_____ Date</td> </tr> </table>	_____ Signature of Authorized Agent or Applicant	_____ Date	_____ Title	_____ Date										
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